



Town of Ponce Inlet  
**ACCESSION COMMITTEE**  
Regular Meeting Minutes  
January 20, 2016

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1. **CALL TO ORDER:** Pursuant to proper notice, Chairperson Lamb called the meeting to order at 3:31 p.m. in the Town Council Chambers, 4300 S. Atlantic Ave., Ponce Inlet, FL.
  2. **PLEDGE OF ALLEGIANCE:** Chairperson Lamb led attendees in the Pledge of Allegiance.
  3. **ROLL CALL:**  

<u>Committee members present:</u>	<u>Committee members absent:</u>
Ms. Lamb	Ms. Magrady
Ms. Jerson	

A quorum was established with two members present.

Staff members Present:  
Ms. Zengotita, Parks/Rec and Museum Educator  
Ms. Hunt, Board Secretary

*a. Election of Chairperson:* Ms. Jerson moved to elect Tara Lamb as Chairperson; seconded by Ms. Lamb. The motion was **APPROVED** 2-0, voice-vote.

*b. Election of Vice-Chairperson:* Chairperson Lamb moved to elect Jane Magrady as Vice-Chairperson; seconded by Ms. Jerson. The motion was **APPROVED** 2-0, voice-vote.
  4. **ADOPTION OF AGENDA:** Ms. Jerson moved to adopt the agenda as presented; seconded by Chairperson Lamb. The motion was **APPROVED** by consensus.
  5. **APPROVAL OF THE MINUTES –**
    - a. September 16, 2015 - Ms. Jerson moved to approve the September 16, 2015 meeting minutes as presented; seconded by Chairperson Lamb. The motion was **APPROVED** by consensus.
    - b. December 16, 2015 – Ms. Jerson moved to approve the December 16, 2015 meeting minutes as presented; seconded by Chairperson Lamb. The motion was **APPROVED** by consensus.
  6. **REPORT OF STAFF**
    - a. *Ms. Zengotita provided the following information and updates:*
      - Museum attendance for December was 161 visitors and provided a chart indicating the monthly attendance since 2013;
      - Museum walkway - a stamped concrete walkway has been installed at the Museum and it incorporates the old bricks recovered during the Meyer/Davis house restoration. It replaces the pea stone and gravel walkway;
      - Cistern fence – a fence has been installed around the cistern, protecting the cistern from damage and the public from injury;

- 51 • NRHP update - On November 17<sup>th</sup>, 2015, the Meyer/Davis house and Hasty  
52 Cottage were formally named to the National Register of Historic Places;
- 53 • Green Mound/Ponce Preserve - the Green Mound historic marker has been  
54 approved by the State, will be ordered and installed in the Spring;
- 55 • Goals – the Town council approved the goals suggested for Historic  
56 Preservation, including a comprehensive landscape design for the museum;
- 57 • Timucuan Oaks update – the Timucuan Oaks garden is complete and the Grand  
58 Opening will be held on Saturday, January 30<sup>th</sup> at 10:30am; all are invited to  
59 attend, parking will be at the Community Center with a shuttle to the park;
- 60 • Spring Lecture Series – details of the events scheduled:
  - 61 ○ February 16<sup>th</sup> at 10:30am – Lecture – “Fossils in Florida” at Council  
62 Chambers
  - 63 ○ February 19<sup>th</sup> at 6:00pm– Night Sky Tour at Ponce Preserve
  - 64 ○ March 5<sup>th</sup> from 10:00am to 2:00pm– Ponce Preserves the Planet at  
65 Ponce Preserve.

67 Chairperson Lamb thanked Ms. Zengotita for all the work she has done with the parks  
68 and the Museum, noting that her efforts are appreciated. She asked if there was  
69 documentation available from the ground penetrating radar project done a couple of  
70 years ago at the Pacetti cemetery. Ms. Zengotita said she has spoken with Sara Miller,  
71 FPAN, and they are attempting to locate it. Ms. Jerson concurred with Chairperson  
72 Lamb’s appreciation. She asked if it was possible for the town to create a one-page  
73 brochure, highlighting the parks, Museum and Cottage. Ms. Zengotita said it may be  
74 something that can be created in-house and that she would research and report back.  
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## 76 **7. OLD BUSINESS -**

77 *a. Re-evaluation of Accessioned Items into the Education Collection* – Ms. Zengotita  
78 reviewed the proposed system of identifying accessioned items for the Museum and  
79 Cottage collection. The new system separates Artifacts (Permanent) and Props  
80 (Educational) and allows staff to quickly identify those items. Chairperson Lamb stated  
81 that she likes the way the chart is set-up and expressed surprise that the Museum has  
82 been gifted so many items. She asked why numbers 19 & 20 were blank. Ms. Zengotita  
83 stated that item 19 was a clear water bottle and item 20 was a bowed back chair that  
84 were de-accessioned and returned to the owner. Ms. Jerson said she also likes the  
85 revised identification system. Chairperson Lamb moved to accept the re-evaluation of  
86 accessioned items; seconded by Ms. Jerson. The motion was **APPROVED** by  
87 consensus.  
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## 89 **8. NEW BUSINESS -**

90 *a. Accession Committee 2015 Annual Report* – Ms. Zengotita reviewed the annual report.  
91 Chairperson Lamb moved to accept the 2015 Accession Committee Annual Report as  
92 written; seconded by Ms. Jerson. The motion was approved 2-0, roll-call vote.  
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94 *b. Annual Board/Committee member Sunshine Law training* – Chairperson Lamb asked  
95 Ms. Hunt to explain the training process. Ms. Hunt stated that two of the three Committee  
96 members will be trained at upcoming Historic Board and Parks Board meetings; the third  
97 member may attend either of those meetings or sign-out the DVD provided by the Town  
98 Attorney and complete the affidavit. Chairperson Lamb asked if there was a deadline  
99 date by which everyone had to be trained. Ms. Hunt stated that all training must be  
100 completed within the first quarter of each year, by March 31<sup>st</sup>.  
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- 102 **9. COMMITTEE DISCUSSION** – None  
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104 **10. PUBLIC PARTICIPATION** – There were no audience members present.  
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106 **11. ADJOURNMENT** - With no further business, the meeting was adjourned at 3:55 pm.  
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108 Prepared & submitted by,  
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112 Peg Hunt, Town Board Secretary